



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
OFFICE OF THE PROGRAM EXECUTIVE OFFICER  
ENTERPRISE INFORMATION SYSTEMS  
(PEO EIS)  
**Transportation Information Systems PMO**  
8000 CORPORATE COURT  
SPRINGFIELD, VIRGINIA 22153

SFAE-PS-TC

20 October 2006

MEMORANDUM FOR

DEPARTMENT OF THE ARMY, ATTN: DALO-FPZ, 500 ARMY PENTAGON, WASH DC  
20301-0500

DEPARTMENT OF THE NAVY, ATTN: N413B, 2000 NAVY PENTAGON, WASH DC  
20350-2000


COMMANDANT OF THE MARINE CORPS, ATTN: LT DIVISION, 2 NAVY ANNEX,  
WASH DC 20380-1775

DEPARTMENT OF THE AIR FORCE, ATTN: HQ USAF/IL, 1030 AIR FORCE PENTAGON,  
WASH DC 20330-1030

SUBJECT: Shared Funding for the Automated Air Load Planning System (AALPS)

1. Reference: Memorandum dated 3 August 2004, addressees, and subject as above.
2. Reference 1 provided notification that the AALPS application, associated Commercial off the Shelf (COTS) products, requested software changes/additions, training development, user training, instructor certification training and associated training materials and travel would be provided on a cost reimbursable basis.
3. The FY07 resident training tuition fee is \$396.00 per student. The Mobile Training Team (MTT) fee is \$5,552.00 per class plus instructor travel, instructor per diem, and equipment shipping charges. Based on known requirements, estimated annual cost will be provided to each Service NLT 31 Oct 06. Enclosed is the AALPS Training Policy and Procedures. The policy, student registration, MTT Request forms, and FY07 AALPS training schedule may be located at the TIS website under the training page (<https://www.tis.army.mil/training.htm>).
4. Funds will be provided to this organization on a Military Interdepartmental Purchase Request (DD 448) for the estimated annual cost. Quarterly incremental funding is acceptable; but must be received a week prior to the start of training.
5. Financial POC is Mr. Ronald Neff, Business Management Directorate, (703) 752-0766, email [Ron.Neff1@us.army.mil](mailto:Ron.Neff1@us.army.mil). Training POC is Mr. Willie T. Moore (703-752-0860, e-mail [Willie.T.Moore@us.army.mil](mailto:Willie.T.Moore@us.army.mil)).

Encl  
AALPS Training Policy and Procedures

  
LEE P. DE ARMOND  
Acting Project Manager  
Transportation Information Systems

## AALPS TRAINING POLICY AND PROCEDURES

1. Policy. JPMO TIS will conduct AALPS user training by resident courses and through Mobile Training Team (MTT) classes. All training will be conducted on a reimbursable basis. Resident AALPS user courses will be conducted in a commercial facility located at Newport News, Virginia. Mobile Training Team courses will be taught at the customer sites.

a. Resident Course Training. Students are required to register for classes as established below. Each student will be provided a class confirmation and information as outlined in the Registration Procedures below. Each individual Service is responsible for the student's tuition, per diem, and travel expenses as outlined in Training Cost below.

b. Mobile Training Teams. Requests for MTT training will be submitted not later than 45 days prior to the MTT date following the MTT Registration Procedures outlined below. Each Service is responsible for total class cost, instructor per diem and travel, and student per diem and travel as outline in the Training Cost below. Customers have the option of requesting an MTT using customer equipment or using JPMO TIS provided equipment. The Customer is responsible for managing students.

### 2. Cancellation policy.

a. Resident Course. Students may request cancellation of a seat in the resident course at a minimum of two weeks prior to the start of the class without loss of tuition. Registered students who do not attend the course or do not complete the course will not be refunded the per seat tuition cost.

b. MTT. Customers may request cancellation at a minimum of two weeks prior to class without loss of course cost. Cancellation less than three days from the class start date will result in a cancellation fee for actual instructor cost or shipping cost incurred.

c. Directed Cancellations. JPMO may cancel a resident or MTT class by directly providing enrolled student's notification or providing the MTT point of contact (POC) at the training site notification not later than one week prior to the training start date. Resident classes will be cancelled if confirmed student registration is less than 10 registered students two weeks prior to the start of class. MTT classes may be cancelled if instructor or equipment resources are determined to be not available two weeks prior to the start of the MTT class.

### 3. Registration Procedures.

a. Resident Course. Students are to use the AALPS User Course registration form on the Training page of the TIS Website. ( <https://www.tis.army.mil/training.htm> ). Upon completion of the form the student will receive a preliminary confirmation. All training requests should be submitted at least 30 days prior to the preferred class date and should include two alternative training dates. The AALPS training registrar will provide a confirmation for student training, administrative guidance, and attendance information via email within one week of the training request. Students will receive a class reminder two weeks prior to the class start date. Should

the preferred class be cancelled, registered students will be offered a seat in a different class based on alternative dates requested and availability of seats.

b. MTT Class. MTT requests should be submitted at least 45 days prior to the preferred MTT start date by completing the MTT request form on the Training page located at the TIS Website (<https://www.tis.army.mil/training.htm> ). The customer will receive an automated acknowledgement that the request has been received. The AALPS MTT registrar will contact the MTT POC for coordination of class details and provide MTT a confirmation date within 7 working days of request receipt. An MTT class reminder will be provided to the MTT POC two weeks prior to the MTT start date.

#### 4. Training Cost.

a. Resident Training Tuition Fee. This is the fee each Service must pay the TIS JPMO for a student to attend AALPS resident course. The fee is a per student prorated share of instructor cost, course materials provided to the student, and associated facility fees.

b. MTT Training Cost. The MTT Class fee includes the cost for a class of 14 Students as described for the resident training tuition fee. Additionally, each Service must pay those expenses associated with the instructor's travel, per diem, and any required equipment shipping. The JPMO TIS will provide a cost estimate for the additional fees at the time of request.

c. Reimbursement Process. Each Service is requested to establish an AALPS training account through the JPMO TIS Business Management Directorate. Services may require additional funding be placed into the account on periodic basis. The additional funding for services will be accomplished on a quarterly basis. Service accounts will be debited based on actual student attendance in the resident course and actual MTT cost at the conclusion of the MTT period. JPMO TIS will provide quarterly statement of account supporting amounts expensed from the funding document.